



Employee Orientation

Welcome to Ontario Tech!



Welcome to Ontario Tech University - Orientation

Julie Day, Health and Disability Management Specialist

Jennifer Topping, Organizational Development Specialist



WELCOME



Orientation Program Goals



- Welcome you to Ontario Tech University
- Highlight resources and benefits available to you
- Provide you with context and tools to help you navigate your new environment
- Help you navigate the university as a workplace remotely

Land Acknowledgement

Ontario Tech University acknowledges the lands and people of the Mississaugas of Scugog Island First Nation. We are thankful to be welcomed on these lands in friendship. The lands we are situated on are covered under the Williams Treaties and the traditional territory of the Mississaugas, a branch of the greater Anishinaabeg Nation, including Algonquin, Ojibway, Odawa and Pottawatomi. These lands remain home to a number of Indigenous nations and people.

We acknowledge this land out of respect for the Indigenous nations who have cared for Turtle Island, also called North America, from before the arrival of settler peoples until this day. Most importantly, we remember the history of these lands has been tainted by poor treatment and a lack of friendship with the First Nations who call them home.

This history is something we are all affected by as we are all treaty people in Canada. We all have a shared history to reflect on, and each of us is affected by this history in different ways. Our past defines our present, but if we move forward as friends and allies, then it does not have to define our future.



Land Acknowledgement

- We do land acknowledgements to show our respect for the land, a tradition that dates back centuries for Indigenous people.
- Land acknowledgements have been adopted as a common practice in civic and community spaces across Canada – a small but important step towards reconciliation.
- For non-Indigenous Canadians, land acknowledgements are an opportunity to reflect on the impacts of colonialism, to be accountable to Indigenous people and thank those who still live on and care for the land.
- These few words spoken at gatherings can provoke thought and reflection about colonialism and how to engage in reconciliation more meaningfully.



Baagwating Indigenous Student Centre



Indigenous Education and Cultural Services is located in the **Baagwating Indigenous Student Centre** at 151 Athol St. East in Downtown Oshawa.

Mukwa's Den



Mukwa's Den is located at the North Campus in SHAWENJIGEWINING HALL

Shawenjigewining (pronounced: "*zha-wen-ji-GEH'-win-ing*") Hall is the name for Ontario Tech University's newest building located at the university's north Oshawa campus location.

Shawenjigewining is an Anishinaabe word meaning 'The Place of Kindness'.

The name was first determined by Dorothy Taylor, a Mississauga Anishinaabe Elder from Curve Lake First Nation and Rick Bourque, Abenaki Algonquin Nation, Mi'Kmaq, Lakota, and Maliseet, Traditional Knowledge Keeper at Ontario Tech.

- While conducting a sweat lodge ceremony, Bourque had a vision of a deer and arrows crossed. He later shared the vision with Elder Taylor who interpreted the vision and the name Shawenjigewining, a place of kindness and friendship, was revealed.



Celebrating 20 Years

Located in the eastern Greater Toronto Area, Ontario Tech University is a modern, forward-thinking university.

We inspire and equip our students and our graduates to make a positive impact in a tech-focused world. For us, it's not only about developing the next tech breakthrough.

Understanding and integrating the social and ethical implications of technology differentiates us as university.





University Facts

2
Locations
North Oshawa • Downtown Oshawa

6
Faculties

Areas of study include:



16
Ridgebacks Varsity Teams
Women's and men's athletics

11k+
Graduate and undergraduate students

25k+
Alumni

2,000+
Faculty and staff

Degrees
Bachelor's
Master's
PhDs

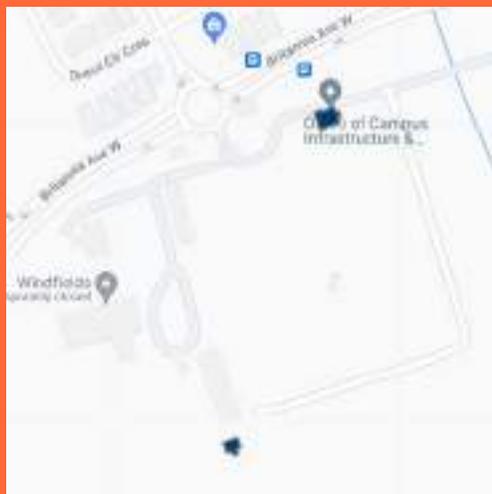
75
Undergraduate programs

40
Graduate programs

30
College-to-university transfer programs

11
Canada Research Chairs





LOCATIONS

~ Flexible Workplace





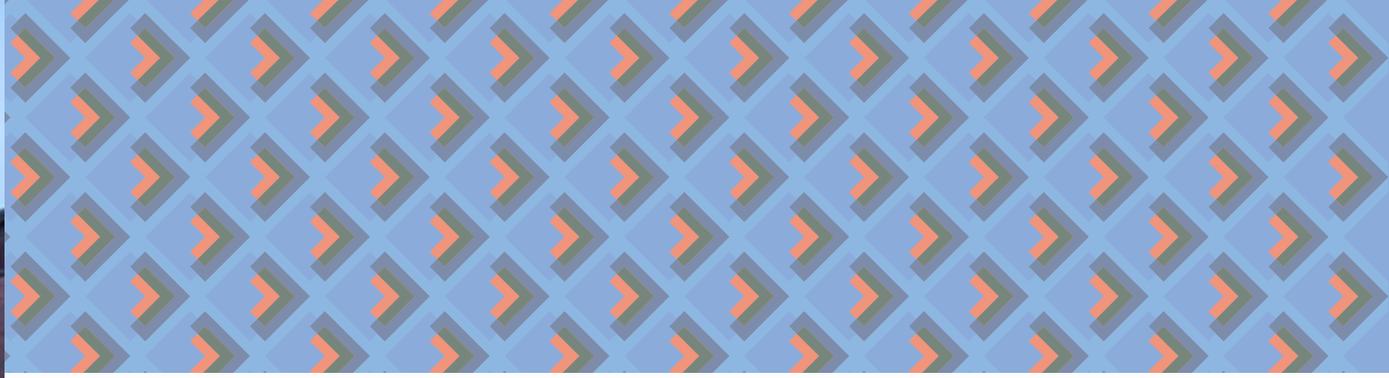
Leadership

Stephen Murphy,
President & Vice
Chancellor



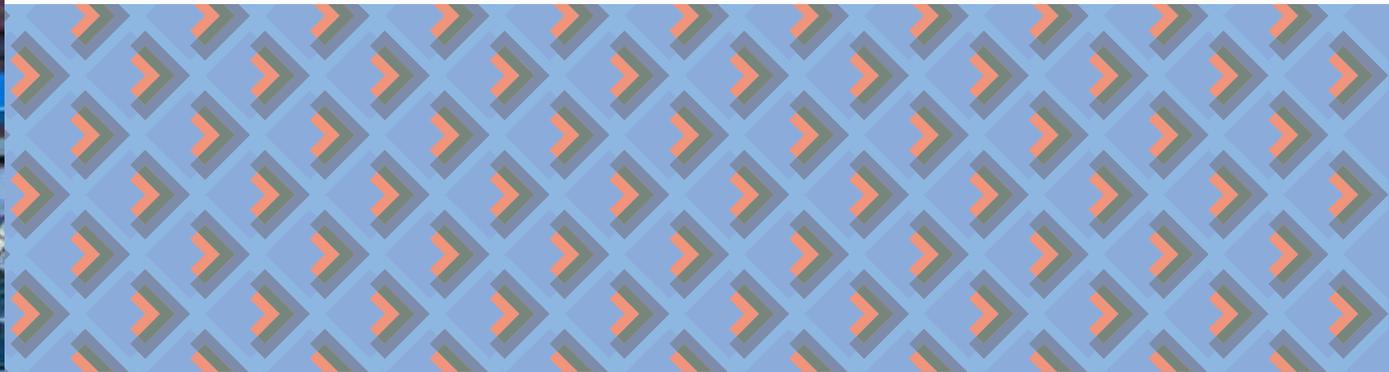
Lori Livingston,
Provost





Vision

Embracing technology with a conscience to advance knowledge and promote sustainability.





Mission

We equip future leaders to solve complex problems.

We respond to the needs of students, and the evolving world, by providing superior undergraduate, graduate, and lifelong learning experiences. To this end, 'what we do' to achieve our mission and to 'tell our story' is guided by a community-focused approach on our strategic priorities:

Tech with a conscience: Innovating to improve lives and the planet by incorporating technology-enhanced learning strategies, and promoting the ethical development and use of technology for good through intensive research and inquiry.

Learning re-imagined: Co-creating knowledge by adapting to the ever-changing educational landscape through the provision of flexible and dynamic learning and research opportunities.

Creating a sticky campus: Cultivating student- and community-centric engagement opportunities by encouraging an inclusive culture for our institution through online and on-campus activities.

Partnerships: Uncovering innovative solutions for their most pressing problems through purposeful research and collaboration with industry, community, government and academic partners especially as it relates to all facets of global sustainability and well-being.

Values

Ontario Tech is a place where every person belongs and is free to grow their skillsets and mindsets.

We cultivate lasting relationships through:

Integrity: Supporting a culture of trust and belonging by consistently promoting equity, fairness, kindness and ethics.

Inclusion: Advancing a learning community where we achieve success by prioritizing reconciliation, valuing diversity and eradicating discrimination and hate.

Intellectual resilience: Pursuing excellence in all that we do by respecting different points of view and engaging constructively when exploring ideas and advancing knowledge.

Innovation: Inspiring world-changing ideas by re-imagining learning and in so doing, fostering an environment that provokes curiosity, creativity, ingenuity and failure while stimulating growth.

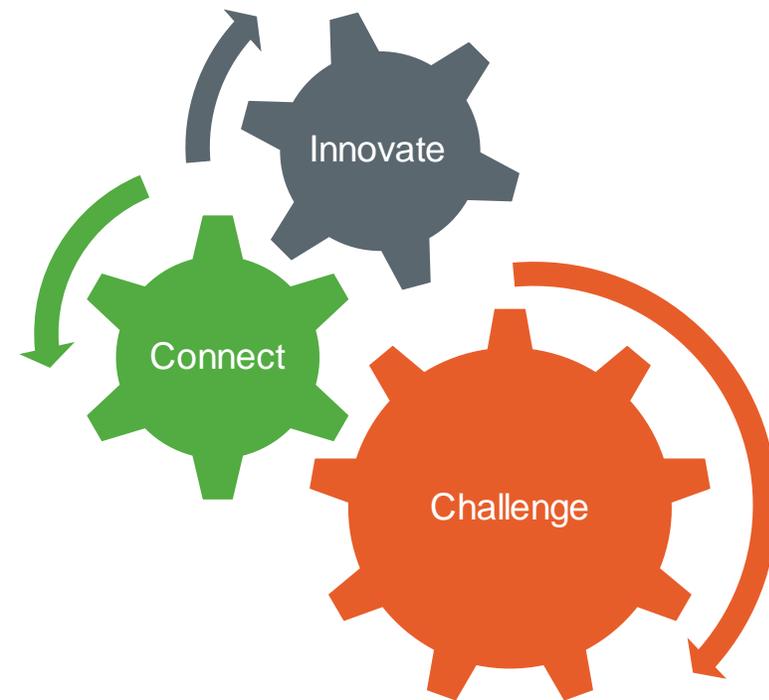


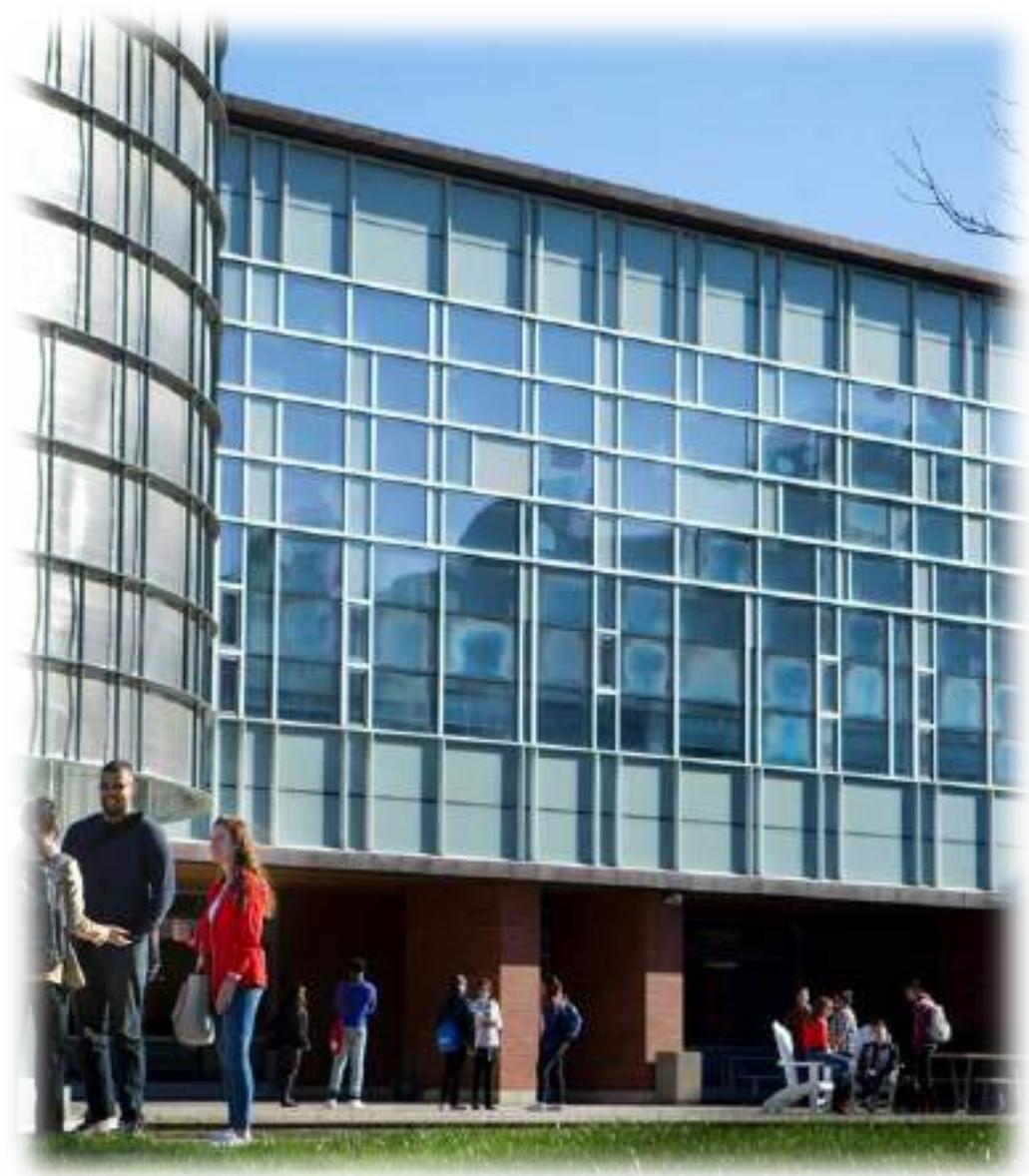
Strategy

Connect: Build lasting relationships to make OntarioTechU a remarkable place for work and study

Challenge: Produce and inspire future leaders who have real-world skillsets by thinking big and breaking new ground

Innovate: Create new approaches, partnerships, and solutions to improve society





Priorities

Tech with a conscience

We root technology in everything we do. It's a key component in our teaching and learning practices, administrative processes and innovative research projects.

Learning re-imagined

We adapt to ever changing landscapes by experimenting with the most effective ways to deliver flexible and dynamic learning and give more choices to more people. We provide options that are accessible for all learners.

Sticky campus

We promote social change and encourage accessible, diverse and inclusive culture that our community wants to be part of. This is a place to make lasting connections.

Partnerships

We team up with organizations, local and abroad, to bring synergies, ideas and insights into our environment.



A New Day

Tech with a Conscience



Click on
the
building
to play
the video



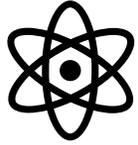
Faculties and Departments



- [Faculty of Business and Information Technology](#)



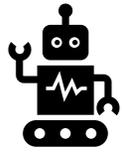
- [Faculty of Education](#)



- [Faculty of Engineering and Applied Science](#)



- [Faculty of Health Sciences](#)



- [Faculty of Science](#)



- [Faculty of Social Science and Humanities](#)



Our Departments

[Alumni](#)

[Automotive Center of Excellence](#)

[Athletics and Recreation](#)

[Centre for Institutional Quality Enhancement](#)

[Communications and Marketing](#)

[External Relations and Advancement](#)

[Facilities and Ancillary Services](#)

[Finance](#)

[Human Resources](#)

[International](#)

[IT Services](#)

[Learning Innovation](#)

[Office of Campus Infrastructure and Sustainability](#)

[Office of Institutional Research and Analysis](#)

[Office of the Registrar](#)

[Office of the University Secretary and General Counsel](#)

[Office of the Vice-President Research and Innovation](#)

[School of Graduate and Postdoctoral Studies](#)

[Student Life](#)



Organization



The screenshot shows the 'My HR Connection' portal. At the top left, the 'Home' tab is highlighted with a red box. Below the header, there are sections for 'Performance Development', 'Recruitment', 'Resources', and 'Quick Links'. In the 'Quick Links' column, the 'View Org Charts' link is highlighted with a red box.

Performance Development	Recruitment	Resources	Quick Links
<p>Ontario Tech strives to be an organization in which managers have meaningful, constructive, regular conversations with their employees that positively impact performance, productivity and development.</p> <p>We want Performance Conversations that foster and a plan that will be an ongoing, forward-looking, collaborative process in which managers develop employees considering the university's values and strategy.</p> <p>Dispute will focus on the individual's goals for performance, competency development, learning and career progression.</p>	<p>Our dynamic workplace provides a variety of opportunities for employees to continually improve their skills and achieve professional growth.</p> <p>To view internal job postings, click on the link below.</p>	<ul style="list-style-type: none">Manager Resources - RecruitmentUser Guides - Applicant Tracking System (ATS)FAQ's - PerformanceLimited Term Forms - PerformanceHealth and Safety Training	<ul style="list-style-type: none">Equity, Diversity & Inclusion (EDI) Self-ID SurveyMandatory Employee TrainingMyOntarioTechView Org ChartsWellness At Work

Our Teams – Go Ridgebacks!



Men's Varsity Sports

- MEN'S BASKETBALL
- MEN'S HOCKEY
- MEN'S ROWING
- MEN'S SOCCER
- MEN'S BADMINTON
- MEN'S CURLING
- MEN'S GOLF



Women's Varsity Sports

- WOMEN'S BASKETBALL
- WOMEN'S HOCKEY
- WOMEN'S ROWING
- WOMEN'S SOCCER
- WOMEN'S BADMINTON
- WOMEN'S CURLING
- WOMEN'S GOLF
- WOMEN'S LACROSSE
- DANCE



Sport Clubs

- RECREATIONAL CRICKET
- RECREATIONAL DANCE



Our Socials



[OT Youtube](#)

Subscribe to our Youtube!



[OT Facebook](#)

Follow us on Facebook!



[OT LinkedIn](#)

Check out our LinkedIn!



[OT Instagram](#)

Follow us on Instagram!



[OT Twitter](#)

Follow us on Twitter!



Our APPS



Ontario Tech Mobile

Find out what's happening on campus with Ontario Tech University's official mobile app! Students, faculty, staff, alumni and visitors can access the latest news, events, athletics updates, campus maps and more.



Ontario Tech Mobile

Ontario Tech University Education

E Everyone

[Click Here](#) to get out mobile app!

Features:

- Weekly Report
- Staff Discounts
- Services
- Athletics
- Directory
- Campus Map
- Email
- Events
- Expert Centre
- Food Services
- Library Services
- News
- Student Services



Our APPS



Alertus +



[Campus Safety and Security](#)

The university's north Oshawa campus location, situated at 2000 Simcoe Street North, is equipped with an exterior audible alarm system. This alarm is activated when a decision is made for the campus to go into lockdown.

The Lockdown External Audible Alarm (LEAA) is only activated to alert the community about an immediate active-threat emergency. The alarm is only audible outdoors (ie: bus loop, Polonsky Commons, parking lots).

When you hear the LEAA:

- Anyone in immediate danger should attempt to flee the campus.
- Avoid entering the buildings, unless safe to do so, and then immediately follow [lockdown procedures](#).
- Campus Security uses many overlapping methods to notify the public about a lockdown, including:
- Campus status alert on the [university website](#)
- ALERTUS (App & Desktop Notifications)
- Digital signage
- Facebook
- Lockdown External Audible Alarm (LEAA) ([sample of how the LEAA sounds](#))
- Public address system (PA)
- Twitter

If you hear any one of the notifications please respond immediately and follow lockdown procedures.



Our APPS



DUO Mobile



Two Factor Authentication

If you have an Ontario Tech provided mobile device or your personal phone is subsidized by Ontario Tech, you are required to set up an account by downloading the Duo Mobile application for authentication.

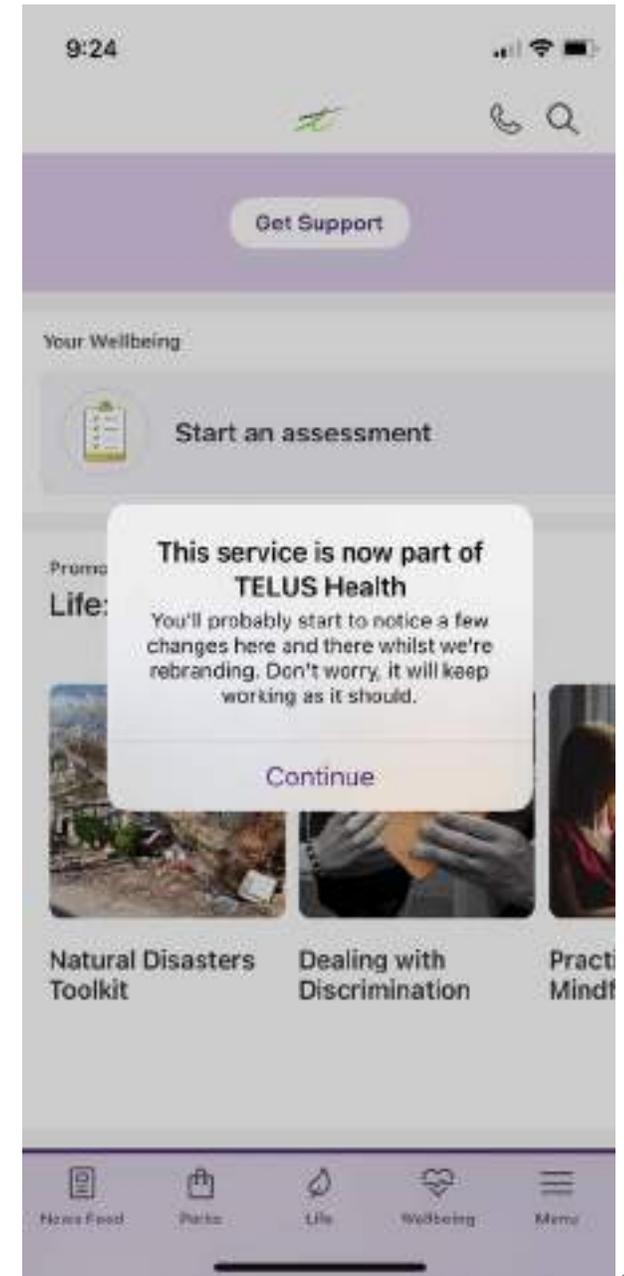
If you do NOT have an Ontario Tech mobile device, you have an option to choose between downloading the Duo Mobile application on your personal mobile device or receiving an MFA hardware token (fob).

[Multi-Factor Authentication](#)

Our APPS

TELUS Health One

- Available to all full time and limited term employees
- Check Outlook inbox to join or email wellness@work@ontariotechu.ca
- Access tools to promote and support health and happiness!
- Check out the PERKS section and start saving!



Policies

[View Policy Library](#)

Policy library

The Policy Library is the central repository for all university policy instruments that are currently in effect and/or that have been approved in accordance with the university's [Policy Framework](#). The Library functions as a single point of reference for all university-wide policies and procedures.



Compliance & Ethics

Compliance is everyone's responsibility. We ask that all employees comply with all policies, regulations and applicable laws.

- Records Management
- Health and Safety
- Accessibility for Ontarians with Disabilities Act
- Canada's Anti-Spam Legislation
- Safe Disclosure
- Access and Privacy
- [Ethical Conduct Policy](#)



COMPLIANCE

Diversity, Inclusivity, and Belonging



Equity

Works purposely to ensure fair treatment, access, opportunity, and advancement for all members students, faculty, and staff which ensures their potential for full participation



Diversity

The presence and of human differences and similarities across all social identities and experiences



Inclusion

The process of valuing everyone's unique talents and abilities so that all can participate in ways that honour both the individual and the collective to create a dynamic and creative environment

- Nurturing and cultivating a culture of Inclusion and Belonging at Ontario Tech is reliant upon each of us.
- Diversity and inclusivity are fundamental values that define our institution.
- They drive innovation and excellence, enhance quality and integrity, and help us to achieve our potential as a university community.
- Full representation and inclusion requires commitment to the idea that the university benefits when it reflects society with diverse groups, perspectives, ideas and scholarship represented.

inclusive@ontariotechu.ca



Human Rights



Ontario Tech University promotes a campus environment that is equitable, inclusive and accessible, and does not tolerate, ignore or condone Discrimination or Harassment by or against anyone. The University is committed to providing a campus environment in which all University Members are treated with dignity, and to fostering a climate of understanding and mutual respect.

The Human Rights Office promotes a respectful campus and works with community members to ensure a study, work and living environment free from discrimination, harassment and gender-based violence. Our services are available for all University members, including Students, Faculty, Staff and Visitors.

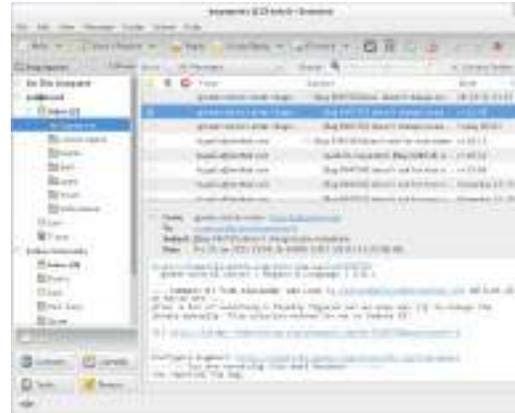
[Human Rights](#)

Records Management

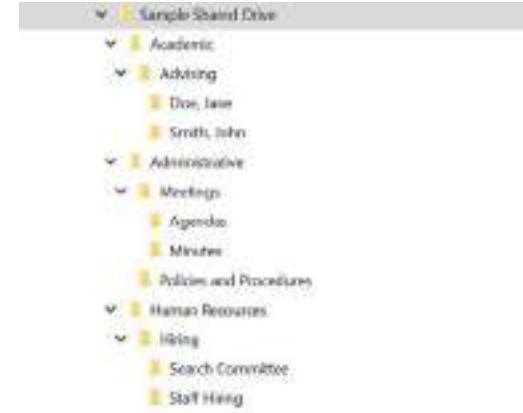
Paper



Email



Electronic



Records Classification and Retention Schedule

The Records Classification and Retention Schedule (RCRS) is the primary tool for managing records at the university. It has been developed to ensure that University Records are retained long enough to meet all compliance obligations, professional standards and operational needs. Compliance obligations include legal, regulatory and contractual obligations.

Your manager will direct you as to where and how your paper, email, and electronic records should be stored.

Sustainability

Energy

Heating, cooling and ventilation

Geothermal Well Field

Central plant

Cogeneration plant

Ventilation

Building automation systems

Solar generation

Building envelope

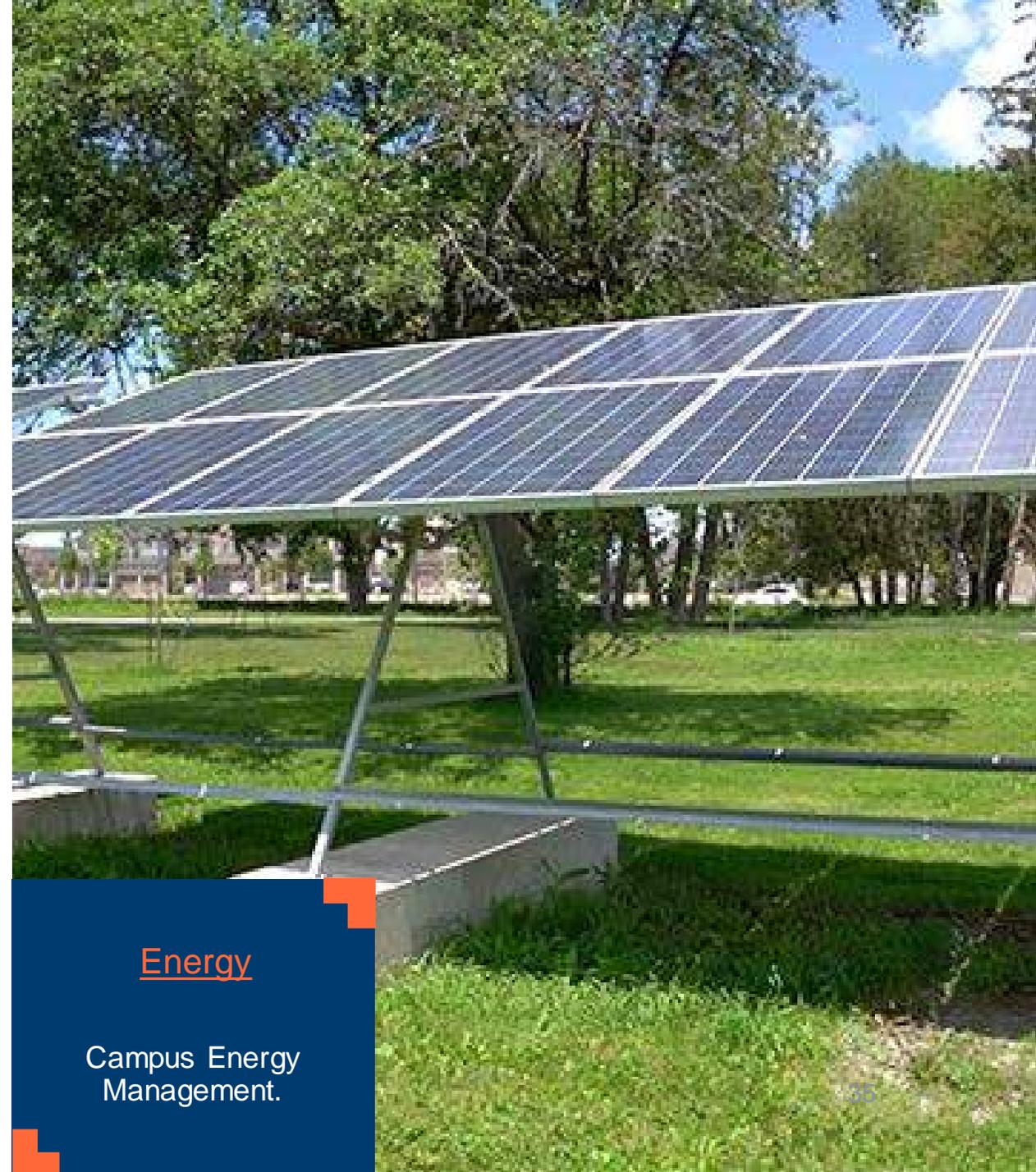
Walls, roofs and insulation

Windows

Vegetated roofs

Solar shading, daylight and lighting

Lighting



Energy

Campus Energy
Management.

Sustainability

Centralized Waste Program - With centralized waste collection, you sort and dispose of your waste and recycling in [centralized bins](#) located in [designated common areas around campus](#)

Beehives - Ontario Tech designated a 'Bee City Campus' - In recognition of the university's pollinator efforts, [Bee City Canada](#) designated Ontario Tech a 'Bee City Campus' on June 12, 2019.

Tree Nursery - Our tree nursery is home to a variety of native coniferous and deciduous trees. Once these trees become strong enough, we plan to relocate them to our campus to provide shade and visual aesthetic.

- You can create a living legacy on our campus: [name a tree!](#)

Wildflower gardens - To appropriately support our honeybees and pollinator populations, Windfields Farm is also home to a 2.8-hectare pollinator garden.

Community Gardens - In the summer of 2018, Ontario Tech University introduced its community gardens.

Greenhouse



Sustainability

Ink Cartridge Recycling - All empty ink cartridges will be sent back to the company from which they came (e.g. Ricoh, Lexmark). Personal desk printer ink cartridges will be collected and properly recycled.

Transportation

Water collection and management (storm water and grey water)

Green Cleaning

Go Green

Reduce, Reuse, Recycle!



How to engage on campus

On Campus

[Enjoy time at the Spa](#)



[Watch our Teams Play](#)



[Regent Theatre Events](#)



[Join the Gym](#)



Remotely

[Professional Development](#)

[Sessions](#)



[Wellness Wednesdays](#)



[Virtual Book Club](#)



Join a Committee or a Taskforce,
Health and Wellness Committee,
Risk Management Committee



Read the Weekly Report for opportunities to engage!

Campus Services

Also:

Visit the bookstore

Get a library card

Have lunch or coffee with a colleague

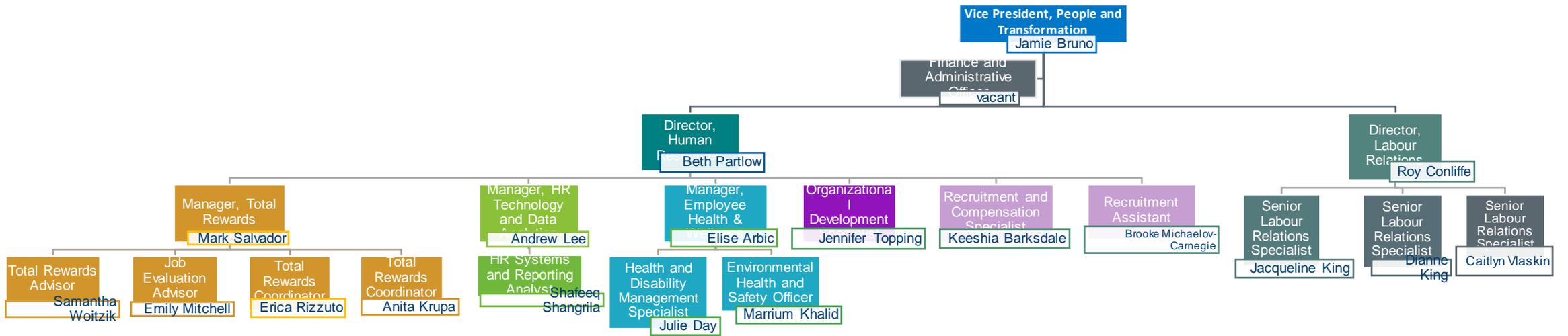
Visit the Health Centre

- Physiotherapist
- Doctors
- Nurses
- Psychiatrist
- Naturopathic Doctor
- Chiropractor
- Massage Therapy
- Immunizations

- **And so much more!**



Human Resources





Total Rewards



HR Operations

Full Time Continuing Employment Processing

Fulltimecontinuing@ontariotechu.ca

Limited Term Employment Processing

employeecontracts@ontariotechu.ca

Types of Support

- Employment Letters
- Hires
- Salary changes (Reduced workloads etc.)
- Research Leaves
- Overloads
- Stipends
- Secondments
- Vacation/Attendance
- Promotions
- Transfers
- Probation
- Education & Professional Engineering Verifications
- Union Reporting
- Payroll Support

Types of Support

- Job Postings
- Employment Letters
- Hires
- Electronic Personnel Action Form Support
- Applicant Tracking System Applicant Assistance
- Post Doc Labour Market Impact Assessment Exempt Employment Number
- Education & Professional Engineering Verifications
- Union Reporting
- Payroll Support

Compensation

We aim for internal equity, market competitiveness, and reward for job performance.

Schedule of Events;

- The payroll cycle aligns with the calendar year. (January-December)
- The performance cycle aligns with salary framework (April-March)
 - The vacation cycle aligns to the academic year (September - August)
- Approved annual increases are applied effective July 1st

There are 4 factors that govern salary administration at Ontario Tech:

- Collective agreements
- Salary framework
- Payroll cycle
- Performance review(s)

There are two main employee groups at Ontario Tech:

- Academic
- Staff

This includes both non-union & union employees:

- PSAC
- OPSEU
- Faculty Association

Compensation

<https://hr.ontariotechu.ca/leader-support/index.php>

<https://hr.ontariotechu.ca/working-at-ontario-tech/collective-agreements/>

July 1, 2022

Compensation Structure

Ontario Public Service Employees Union (OPSEU)

Job Level	STEP						JOB RATE	MERIT MAX
	1	2	3	4	5	6		
1	36,530	37,836	39,139	40,445	41,751	43,055	44,360	
2	38,345	39,714	41,083	42,454	43,824	45,193	46,562	
3	40,478	41,923	43,371	44,816	46,263	47,707	49,155	
4	43,056	44,593	46,132	47,671	49,207	50,745	52,285	
5	46,196	47,844	49,495	51,146	52,795	54,445	56,096	
6	50,054	51,843	53,629	55,418	57,206	58,994	60,782	
7	54,848	56,808	58,765	60,725	62,685	64,644	66,603	
8	62,834	64,682	66,531	68,379	70,225	72,075	73,923	85,010
9	70,765	72,846	74,929	77,010	79,090	81,171	83,253	95,741
10	81,033	83,418	85,801	88,184	90,568	92,951	95,333	109,634
11	94,589	97,351	100,133	102,915	105,697	108,478	111,259	127,947

Position Status	September 1, 2019	September 1, 2020	September 1, 2021
TA/RA without a Bachelors degree	22.34	22.56	22.79
TA/RA with a Bachelors degree	34.96	35.31	35.66
TA/RA with a Masters degree	38.85	39.23	39.63
Exam Invigilators	15.15	15.30	15.45
Chief Invigilators	20.20	20.40	20.61

Teaching Faculty Members

Increase	July 1, 2021	July 1, 2022
Salary Floor	\$67,373	\$68,051
CDL ceiling	\$169,400	\$170,111
Across the Board Increase (ABI)	0%	1.0%
Career Development Incentive (CDI)	\$2,700	\$2,811
Merit	0%	0%
Total	\$2,400	\$2,625
	\$1,300	\$1,300

Invigilator Team Faculty Members

Increase	July 1, 2021	July 1, 2022	July 1, 2023
Salary Floor	\$67,373	\$68,051	\$68,731
Across the Board Increase (ABI)	1.0%	1.0%	1.0%
	January 1, 2022	January 1, 2023	January 1, 2024
HSA	\$1,080	\$2,725	\$2,775

SAMPLE



Pension

- Set up your pension and benefit intake meeting
 - pensionandbenefits@ontariotechu.ca
- Check out the Sun Life app



my Sun Life mobile app

Download the my Sun Life mobile app and discover why it has a top-star rating.

[Learn more about my Sun Life mobile](#)



Submit claims and review coverage

Submit claims for instant processing and quickly check your health and medical plan coverage



Find health-care providers

Search for top-rated chiropractors, massage therapists and other providers near you



Manage savings and view investments

Contribute to workplace retirement savings, view balances and connect with an advisor



Benefits at a Glance

[Pension and benefits | Human Resources \(ontariotechu.ca\)](#)

Complete and submit your documentation:
 Upon hire
 Within 30 days of any life event

BENEFIT	COVERAGE
Hospital	<ul style="list-style-type: none"> 100% coverage of the cost of a semi-private room \$125 daily maximum
Prescription Drugs (includes drug card)	<ul style="list-style-type: none"> 80% coverage for drugs on formulary 80% coverage for other drugs requiring a prescription \$8 dispensing fee cap
Vision	<ul style="list-style-type: none"> 100% coverage; \$100 every 2 years
Hearing Aids	<ul style="list-style-type: none"> 100% Coverage; \$600 every 2 years
Licensed Paramedical Practitioners which includes: *Acupuncturists *Chiropractors *Chiropractors *Massage therapists (provided by a Doctor) *Naturopaths *Osteopaths *Physiotherapists *Naturopaths *Psychologists *Speech therapists	<ul style="list-style-type: none"> Up to \$700 per year per paramedical practitioner (total)
Private Duty Nursing	<ul style="list-style-type: none"> Up to \$10,000 per year
Other Medical Services & Supplies	<ul style="list-style-type: none"> 80% coverage of reasonable and customary expenses
Out-of-Country Emergency	<ul style="list-style-type: none"> 100% coverage of reasonable and customary expenses
Your Dental Plan	
The following table provides a summary of the dental benefits available for you and your family through the Benefits Plan. Like the benefit, dental coverage has been designed to work in conjunction with the Health Spending Account (described below).	
BENEFIT	COVERAGE
Preventive and Basic: (includes oral exams, x-rays, periodontics, periodontics)	<ul style="list-style-type: none"> 80% coverage
Major (includes crowns, bridges, dentures, implants/retays)	<ul style="list-style-type: none"> 50% coverage
Annual Maximum	<ul style="list-style-type: none"> \$1,200 for Preventive/Basic and Major combined
Children's Orthodontia	<ul style="list-style-type: none"> 50% coverage \$1,500 lifetime maximum per child
Dental Fee Guide	<ul style="list-style-type: none"> Current
Recall Exams	<ul style="list-style-type: none"> Every 9 months



Benefits – Future life events and benefits changes

You have 30 days to update your benefits following life events that can include:

- Marriage
- Children
- Separation
- Divorce
- Dependent gaining or losing eligibility (age 21 to 25)



Additional Benefits Include:

- Staff Development Tuition Reimbursement Program (SDTR)
- Dependent Tuition Assistance Program (DTAP)
- Employee Tuition and Waiver Program for OPSEU members only
- Supplementary Unemployment Benefit (SUB) for Maternity and/or Parental Leaves

<https://hr.ontariotechu.ca/working-at-ontario-tech/pension-and-benefits/benefits/index.php>

Please refer to your respective [Collective Agreement](#) or employment policies found under the [Policy Library](#)



Pension & Benefits – What's next?

Book your enrollment meeting with Pension and Benefits

Contact us:

pensionandbenefits@ontariotechu.ca





Organizational Development

Organizational Development

- Professional development programming
- Leadership development programming
- Orientation programming
- Engagement programming
- Indigenous workshop programming
- Performance development programs and support
- Communities of practice
- Awards and Recognition
- Change management
- Organizational design



Performance Development

~full time continuing & OPSEU ~ My HR Connection

Goal-setting (April 1 to June 30)

- Employee completes goal-setting
- Manager approves goal-setting

Check-in (September 1 to October 31)

- Employee goal status update and check-in questionnaire
- Manager reviews and provides feedback

Annual performance development conversation (February 1 to March 31)

- Employee goal status update, completes self-assessment and completes goal self-rating
- Manager reviews self-assessment and provides feedback and goal rating
- Manager signs
- Employee reviews rating and signs



Performance Development

~PSAC

Goal-setting (by semester)

- Employee completes goal-setting
- Manager approves goal-setting

Check-in (by semester)

- Employee goal status update and check-in
- Manager reviews and provides feedback

Annual performance development conversation (by semester)

- Employee goal status update
- Manager reviews and provides feedback
- Manager signs
- Employee reviews rating and signs

Teaching Assistant / Research Assistant Performance Eval

Performance evaluations may be completed by managers on a periodic basis.

Employee Name	_____	_____	_____	_____	_____
Position Title	_____	_____	_____	_____	_____
Position Review	_____	_____	_____	_____	_____

Outline the assignee's/recipient's responsibilities and provide a rating in

Outstanding	Very Good	Satisfactory	Needs Improvement	Unsatisfactory
5	4	3	2	1

Manager's Summary Comments :

Performance Development

~Academic

- Annual Process
- Paper based
- Managed by your Dean



Performance Development

- *My HR Connection – unionized, management, non-academic faculty employees participate in Performance Development using this platform*
- *Limited term employees can follow a paper process on the same timeline*



Professional Development Programming

Indigenous Workshops

These sessions are offered to help develop a sense of gratitude, understanding and appreciation for Indigenous people, their history, and the land we share.

Lunch & Learns

These sessions allow us to gather, learn from each other, and discuss topics relevant to us all.

Rookie to Ridgeback

Orientation sessions available for new and existing employees and managers at the university.

Workplace Skills

Learning opportunities to develop the core knowledge, skills, and abilities to succeed.

Leadership Skills

Individual sessions to assist individuals in developing leadership and managerial skills.

e-Learning Resources

Webinars on-demand that are helpful for all professionals

Lifelong Learning

As the nature of work and workplaces keep changing, it is vital to continually educate yourself on new skills and technologies. Visit this page to learn more about opportunities for lifelong learning.

Events, Initiatives and Training for Health and Well-being

View opportunities to engage in training and activities that promote employee optimal health and well-being.

Lunch and Learn Sessions and Events

Facilitate a session

September 2023

Building Beautiful Slides

November 2023

Presenting with Purpose

January 2024

Creating Accessible Documents

February 2024

Presenting with Purpose

April 2024

Creating Accessible Documents

Sample

Leadership Development Programming

These ongoing, multi-session programs have been designed to help individuals grow into effective leaders.

Citizen to Leader

For individuals who are high potential individual contributors and emerging leaders who may move into leadership in the near future.

LEAD

Intended for existing managers and leadership positions, this is a program designed to enhance your leadership capacity and better equip you for leadership accountability and responsibility.



Engagement Opportunities

Ontario Tech values opportunities to bring employees together to share their thoughts and ideas and to learn from each other. We promote social change and encourage accessible, diverse and inclusive culture that our community wants to be part of. We want to make this a place to make lasting connections.

We adapt to ever changing landscapes by experimenting with the most effective ways to deliver flexible and dynamic learning and give more choices to more people. We provide options that are accessible for all learners. Our opportunities include forums for employee connections where we leverage technology to meet changing needs.

BOOK CLUB

INDIGENOUS EDUCATION AND CULTURAL SERVICES EVENTS AND WORKSHOPS



RECREATION



TAKE OUR KIDS TO WORK DAY 2023

WELLNESS WEDNESDAYS

COMMUNITIES OF PRACTICE

ONTARIO TECH OPEN EVENTS



RIDGEBACK ATHLETICS



WELLNESS AT WORK EVENTS AND INITIATIVES



Awards and Recognition

At Ontario Tech University we recognize that without the contributions and dedication of faculty and staff, we would not be the institution we are today. We have developed award and recognition programs to acknowledge those people who have made an outstanding impact on the university, and to celebrate their accomplishments.



10-Year Service Award

This award honours active, full-time continuing staff and faculty members who have completed ten years of service at the university

Awards of Excellence

Nominate an individual or team to be recognized for behaviour that positively impacts the academic mission, our students and our community.

PRAISE Program

Your efforts to acknowledge the exceptional work of your peers will contribute to establishing a community spirit of support and appreciation for the action of others.

Thank You!

Show appreciation and say thanks to acknowledge the contributions of those around you.



Employee and Labour Relations

Employee and Labour Relations

Collective agreements

A collective agreement is a written contract between an employer and a union that outlines many of the terms and conditions of employment for employees in a bargaining unit.

The university has collective agreements with:

- **OPSEU** – representing professional, administrative and technical staff
- **UOIT Faculty Association** – represents tenured and tenure track faculty, teaching faculty and limited term faculty members
- **Public Service Alliance of Canada** - representing Teaching Assistants / Research Assistants / Invigilators
- **Public Service Alliance of Canada** - representing Post Doctoral Fellows
- **Public Service Alliance of Canada** - representing Sessional Instructors



Employee and Labour Relations

What we do:

- Manage all aspects of employee and labour relations for unionized academic and administrative staff, particularly those aspects associated with collective bargaining and/or negotiated collective agreements and the grievance/arbitration process
- Act as main point of contact for senior leaders, managers, staff and faculty for advice and assistance with the interpretation, application and administration of collective agreements



Employee and Labour Relations



Contact us:

Roy Conliffe

Director, Employee and Labour Relations
Roy.conliffe@ontariotechu.ca

Jacqueline King

Labour Relations Specialist
jacqueline.king@ontariotechu.ca
905.721.8668 ext. 2357

Caitlin Vlaskalin

Labour Relations Specialist
caitlin.vlaskalin@ontariotechu.ca
905.721.8668 ext. 6136

Dianne King

Labour Relations Specialist
dianne.king@ontariotechu.ca

Wellness at Work

What's happening...

Visit the Events webpage for full details today!



NEW-September Start-Up: Wellness Toolkit

NEW-Wellness Wednesdays
Drop-in on Sept 27, 2:30-2:45pm
and you could win a yoga mat & blocks!

NEW-Plan for Resilience - Sept 28
Build your plan today!
[Brain food (snacks) provided]

Save the Date: Health, Safety & Wellness Fair: Oct 26, 11-1pm, UA Atrium

I NEED HELP - GET SUPPORT NOW.



Access support resources.

I KNOW SOMEONE WHO NEEDS HELP - LEARN HOW TO HELP NOW.



REACH Guidelines:

1. Faculty supporting Students
2. Employees supporting Colleagues



Did you know?

500,000



Canadians, in any given week, are unable to work due to mental health problems or illnesses.





The Importance of Mental Health - A Message from our President, Dr. Steven Murphy



Watch later



Share

A Message
on



MENTAL HEALTH

Click on
the
image to
play the
video

Watch on  YouTube

Employee Assistance Program (EAP)

TELUS Health, formerly LifeWorks

What is an Employee Assistance Program (EAP)?

The EAP provides full-time continuing faculty/staff, including sessional lecturers, teaching assistants, post-doctoral fellows and their dependents quick access to confidential counselling and support services.

What does your EAP provide?

24-hour, seven-day-a-week toll-free access.

An advisor to help you choose which path to take (e.g. counsellor, legal advisor, accountant or community resource).

Complete confidentiality.

Discrete, off-site convenient locations across Canada.

Extensive information on various community services and support groups, as well as a willingness to research a wide range of problems to assist each individual with their varied and unique situation.

Highly trained and experienced professionals.

You can speak in confidence with an EAP advisor by calling 1.844.671.3327, or visit one.telushealth.com to access the website.

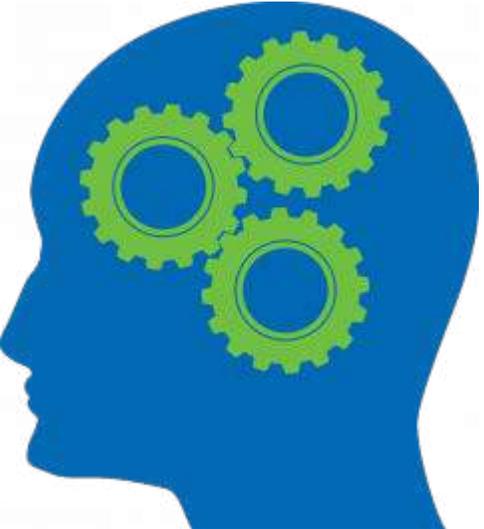


Engaging in Health Practices



Campus Connected

The Working Mind



Mental Health First Aid



Suicide Alertness for Everyone (safe)TALK Training

Mindsight



Healthy Workplace Committee

Ontario Tech is committed to ensuring that the university is a healthy, safe and supportive place to work. The university offers a variety of resources and programs that strive to support a positive work environment, foster healthy and engaged employees, and promote physical and emotional wellness.

VISION STATEMENT:

The university recognizes our people are our greatest asset and is committed to enabling a positive community of empowered individuals who embrace happiness and wellness by adopting healthy lifestyles, attitudes and behaviours.

MISSION STATEMENT:

The Ontario Tech Healthy Workplace Committee is a collaborative group of employees advocating for a positive and healthy workplace culture by:

Delivering initiatives to promote healthy lifestyles.

Encouraging university-wide participation by listening and responding to employee needs.

Providing resources to empower employees.

Special Events



January:
Let's Talk Day



Mental Health Week
Activities & Events



People, Places, & Pets
Summer Photo Contest



October's Healthy
Workplace Month
and
Health, Safety &
Wellness Fair

Well-being Resources



Complete the Wellness Wheel Self-Assessment & Action Plan today!



Big goals are achieved by small consistent actions.

$$(1.00)^{365} = 1.00$$

$$(1.01)^{365} = 37.7$$

What will your action be today?

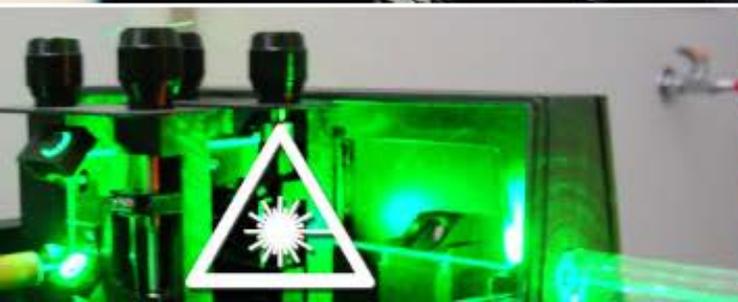


Health and Safety

Health and Safety

Ontario Tech University has a vital interest in the health and safety of its employees, students, visitors and contractors. The prevention of occupational illness or injury is a major continuing objective, and the university will make every reasonable effort to provide and maintain a safe and healthy work and learning environment.

As a minimum standard, the university shall comply with all statutory requirements, including the Ontario Occupational Health and Safety Act, the Environmental Protection Act, and other applicable federal, provincial, and local statutes and by-laws.



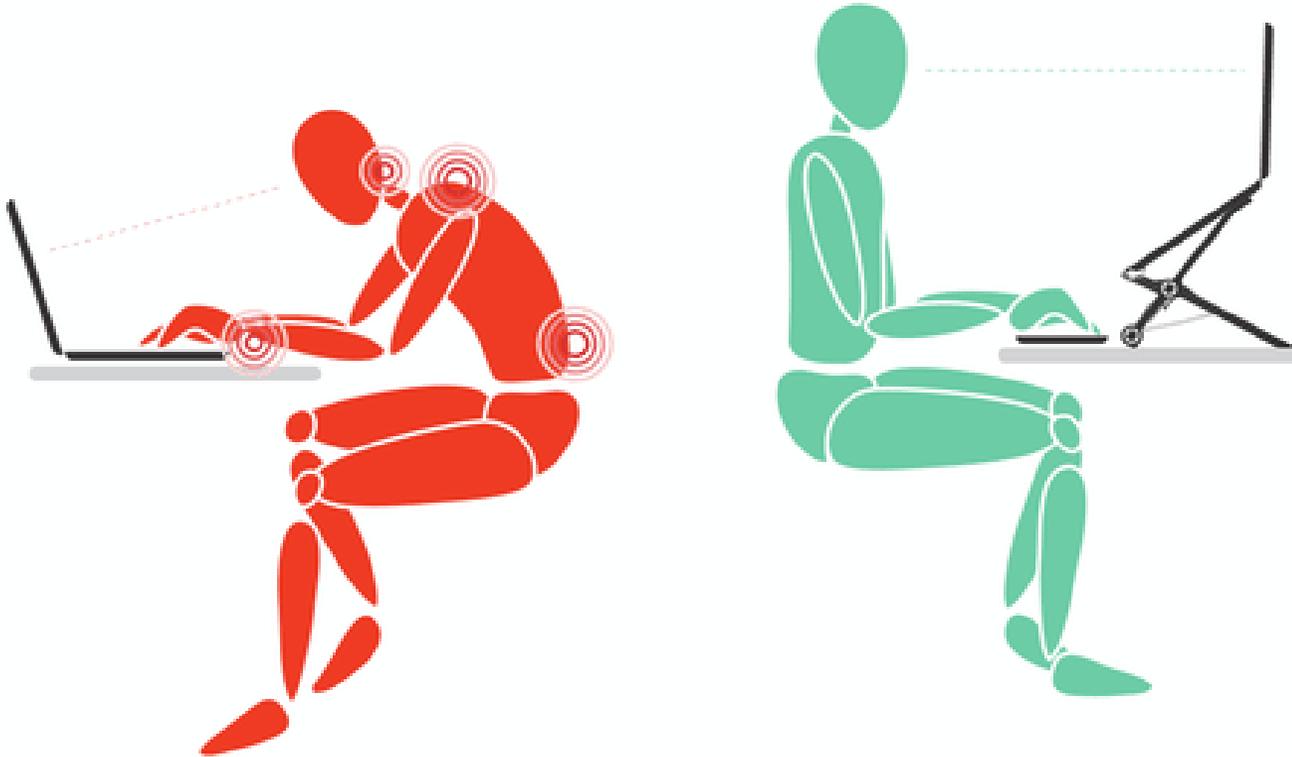
Mandatory Employee Training

All full time and limited term faculty and staff are required to complete legislated and site specific training within the first four weeks of hire.

Visit [Mandatory Employee Training](#) to find out what training modules are required.

Your manager will also be able to confirm any training that is required in addition to legislated requirements.





Work-related musculoskeletal disorders (WMSDs) are commonly referred to as repetitive strain injuries (RSIs), cumulative trauma disorders (CTDs) or repetitive motion injuries (RMIs). These types of injuries are associated with risk factors involving work postures, repetitive and forceful movements, vibrations and temperatures. However, these injuries can be prevented.

- The **Ergonomics and safe computer use** webpages (linked above) has been developed to help faculty, staff and students assess their workplace conditions by providing resources that can assist them in setting up their workstations for a more efficient and safe work environment.

Accident Injury Reporting / Hazard Reporting



[Hazard Report Form](#)

[Accident Injury Report Form](#)





Health and Disability Management

Short Term Disability Absence Support Program

Applies to full time continuing employees:

- employee eligible to apply after 5 days of consecutive absence due to illness or injury
- first 6 months of medically substantiated Short-term Disability income benefits paid at 100% and at 75% for up to the next 6 months
- on-going submission of medical documentation to Sun Life is required
- employee eligible to apply for Long-term Disability benefits after Short-term Disability benefits are exhausted

Common leave types:

- Bereavement
- Compassionate care
- Critical illness leave
- Family caregiver leave
- Family medical leave
- Infectious disease emergency leave
- Organ donor leave



[Link to ESA](#)

Workplace Accommodation

The University is committed to creating a community that is inclusive of all individuals.

Goals of accommodation program:

To meet disability related needs of the employee and job seeker.

To assist employee with performing the essential duties of their job to a reasonable standard.

To have employee and job seeker enjoy the same benefits and privileges as before and experienced by others.

Resources:

[Accessibility](#)

[Accommodation Policy](#)

[Ontario Human Rights Commission Duty to Accommodate](#)

Accessibility Working Group (AWG)

- Established in September 2010 with intent of creating a campus that is inclusive and barrier-free to all individuals with disabilities and in response to the Ontarians with Disabilities Act, & eventually the Accessibility for Ontarians with Disabilities Act (AODA).

Accessibility Hub

- Ensures equal opportunity among its members to achieve academic success in academic and/or employment endeavors.
- Success learning and employment outcomes are the result of a shared responsibility.



Further information:

[AWG](#)

[Accessibility Hub](#)

Contact Information

Julie Day

Health and Disability Management Specialist
julie.day@ontariotechu.ca
905-721-8668, ext. 3649

Marrium Khalid

Environmental Health and Safety Officer
Marrium.khalid@ontariotechu.ca
905-261-7455

Elise Arbic

Employee Health and Wellness Manager
elise.arbic@ontariotechu.ca
905-809-0727

General Inboxes: wellnessatwork@ontariotechu.ca and healthandsafety@ontariotechu.ca





Recruiting

Recruiting

We are a diverse and collaborative community of hard-working individuals, who strive to create an atmosphere of academic excellence.

Our employees can access the career pages through **My HR Connection** to view internal and external job postings. Postings are also viewable through [this link](#).

You'll always find career development and growth at Ontario Tech.



MyOntarioTech

OntarioTech UNIVERSITY

Human Resources

WORKING AT ONTARIO TECH | WELLNESS AND ACCESSIBILITY | LEARNING AND DEVELOPMENT | STUDENT SUPPORT | QUICK FORMS | CONTACT US

Human Resources

The Human Resources Service Strategy provides the framework for the university's most important asset – its people. The purpose of the strategy is to help deliver the services that determine how we will attract, retain, and grow our employees in order to accomplish the mission of the university.

- Fostering employee growth
- Improving the employee experience
- Establishing a feedback culture
- Sustaining respectful communication
- Fostering diversity, equity, and inclusion
- Responding to customer needs

Quick Forms
A quick access list of HR forms

Collective Agreements
Access collective agreements and supporting documentation

My Ontario Tech
Access your time sheets, tax and pay information, update your address and personal information

My HR Connection
Using 24/7 resources
Performance Development

Careers
Job Opportunities

MyOntarioTech

CURRENT STUDENTS | STUDENT SERVICES | APPLICANTS | ACADEMIC ADVISING | ALUMNI | FACULTY | EMPLOYEES

MyOntarioTech

MyCampus is now officially MyOntarioTech.

With an improved user-friendly and modernized interface you will find all the tools you need at your fingertips and when you are on-the-go!

Use your network ID and password – the university you use for Canvas and your ontario.tech email account – to start making your new MyOntarioTech Account.

Current students
Access your personal information, register for classes, view your personal schedule, file forms and more.

Applicant Portal
If you've applied to one of our programs, log in to our Applicant Portal to view the status of your application.

Alumni
Access LinkedIn for Ontario Tech, download alumni profiles through the LinkedIn Job Postings.

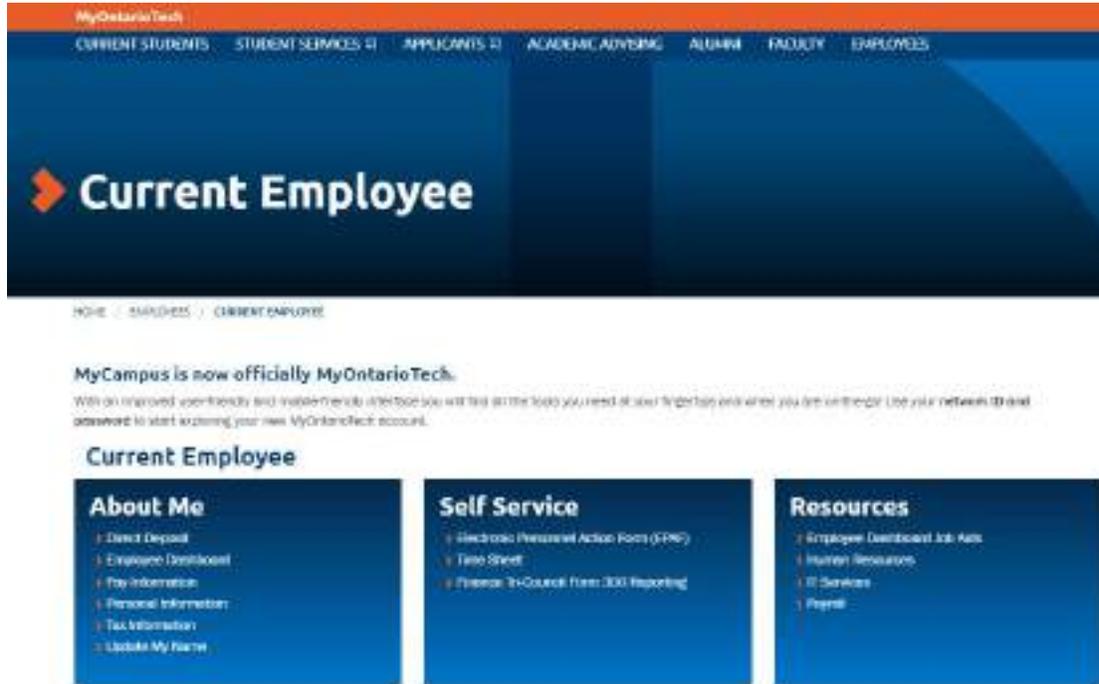
Academic advising
Access student resources, advisors, degree requirements, graduation timing, and student loans.

Faculty
Manage your university class list, course loads, strength, order entry period, and more.

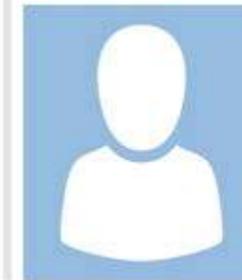
Employees
Access your personal information, view time sheets, Employee Performance System (EPS), tax and pay information.

Student services
Employee services offered by Ontario Tech.





Employee Dashboard



Doe, Jinn

[My Profile](#)

Leave Balances as of 09/23/2022

Vacation in days **25.66**

Effective Date	Change Reason	Beginning Balance	Earned	Taken	Current Available
08/11/2022	PPFDOT program rolled current hours to begin balance	23.66 in days	Earned: 3.00 in days	Taken: 3.00 in days	Current Available: 23.66 in days
08/11/2022	PPFDOT program updated hours earned, taken and balance	17.66 in days	Earned: 25.00 in days	Taken: 11.00 in days	Current Available: 25.66 in days
08/29/2022	Leave Report program updated hours taken	17.66 in days	Earned: 21.20 in days	Taken: 11.00 in days	Current Available: 25.76 in days
Effective Date:	Change Reason:	Beginning Balance:	Earned:	Taken:	Current Available:

Pay Information

[Latest Pay Stub: 08/30/2022](#)

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

[My Activities](#)

[Approve Time](#)



Your Pay Schedule

Full Time Continuing Monthly Payroll Schedule

Limited Term Bi-Weekly Payroll Schedule



Ethics & Compliance

Ethics & Compliance

Ontario Tech University is committed to compliance with University policies, procedures and the applicable Federal and Provincial Laws through the implementation and maintenance of an Ethics & Compliance framework.

The Ethics & Compliance framework helps to promote ethical conduct that advances integrity, accountability and support of the University's mission, vision and values.

[Access to Information and the Protection of Privacy Policy](#)

[Compliance Policy \[Policy\]](#)

[Ethical Conduct \[Policy\]](#)

[Ethical Conduct - Conflicts of Interest \[Procedures\]](#)

[Ethical Conduct - Gift Registry \[Procedures\]](#)

[Ethical Conduct - University Investigation \[Procedures\]](#)

[Records Management \[Policy\]](#)

[Records Classification and Retention Schedule \[Directive\]](#)

[Records Disposition \[Procedures\]](#)



Policies and Procedures

**** Supervisors and Managers have additional responsibilities and mandatory training**

Ontario Tech University takes very seriously the safety and well-being of its students, faculty, staff and other members of our campus community. We strive to be a place where people are able to study, work, connect and grow personally and intellectually without fear of violence or harassment of any kind.

As employees of this university, it is our responsibility to be aware of the policies and procedures that govern behaviour and conduct here at the university. Our compliance with these policies and procedures helps support a culture where sexual harassment and sexual violence are not acceptable or tolerated.

- [Policy Against Violence in the Workplace](#)
- [Workplace Violence Procedure](#)
- [Employment Standards Act](#)

Also learn:

- How to respond to a disclosure and
- How to report on workplace violence



Our Campus'

Parking

Parking permits are available for purchase online through Precise Parklink's Interactive Parking Access Subscriber System (IPASS). All faculty, staff and students who park or expect to park in the permit lots must complete a parking permit application and pay the applicable parking fee. Permits are non-transferable.

Permit coverage

- **Annual:** September 1 through August 31
- **Semester:**
 - September 1 to December 31
 - January 1 to April 30
 - May 1 to August 31



Rates: Please visit the [Parking Services](#) website. You will need a valid *(name)*@ontariotechu.ca email address to register and buy a permit.

Please ensure your vehicle's license plate is registered and kept up to date on the [Parking Services](#) website under the **Vehicles** tab.

Carpooling: Designated carpool spots are available at the north Oshawa campus location. To register for the carpool program, visit the Parking Services office located at the main entrance of the Gordon Willey Building, or call 905.721.2000 ext. 2145.

You must hang your parking tag in your window.



Security

The Office of Campus Safety is committed to protecting the rights of everyone on campus while providing a professional, respectful and safe campus environment. Working with our community partners, we provide services that endeavour to prevent crime and solve problems that affect faculty, staff, students and the community.

We promote the value of respect for others and believe that safety and security is the responsibility of everyone on campus.

Campus Security

905.721.8668 ext. 2400

905.721.3211

Email: security@dc-uoit.ca

Quick links

- [Accident/Injury Form](#)
- [Campus ID](#)
- [Campus Walk](#)
- [Code Blue stations](#)
- [Incident reporting](#)
- [Lost and found](#)
- [Security monitoring](#)
- [Work Alone program](#)



Service Desk

servicedesk@dc-uoit.ca

905-721-3333

Oshawa Computer Commons (Durham College Room SW100)
61 Charles St Service Desk

[Click here to access the form](#)

Self Service Ticket

If you have questions about your hardware, software, or a service that IT provides your issue could be resolved by sending a self-service ticket to IT. Your ticket will be placed in priority sequence and resolved as soon as possible.



IT Services

IT Service Desks

North Oshawa location:

Gordon Willey Building, Room SW 100

Downtown location:

61 Charles Street Building

905.721.3333 option 1

servicedesk@dc-uoit.ca



Accounts & Passwords

Banner

Canvas

Email

Classroom AV Support

Exam Support

 Security Advisories

IT Service Desk

Lecture Capture

MyCampus

Network Services

Printing

Repair your laptop

Software

Technical Support

Telecommunications

OntarioTechU.net

Videoconferencing

VPN

WISC (SharePoint)

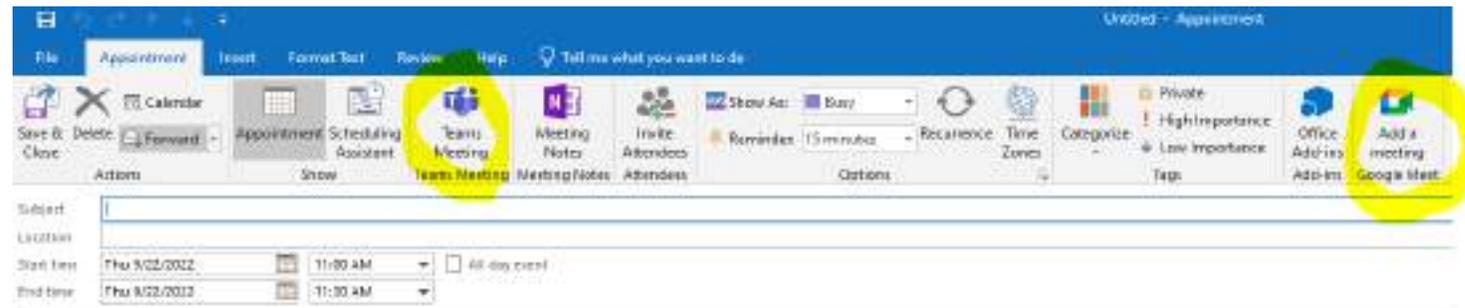
Book a Space

You can use the **Book a Space** tool to conduct a space search. In this tool you will see:

- Room Type
- Capacity
- Description
- Room Characteristics
- Room Description
- Room Availability
- Images of the Room

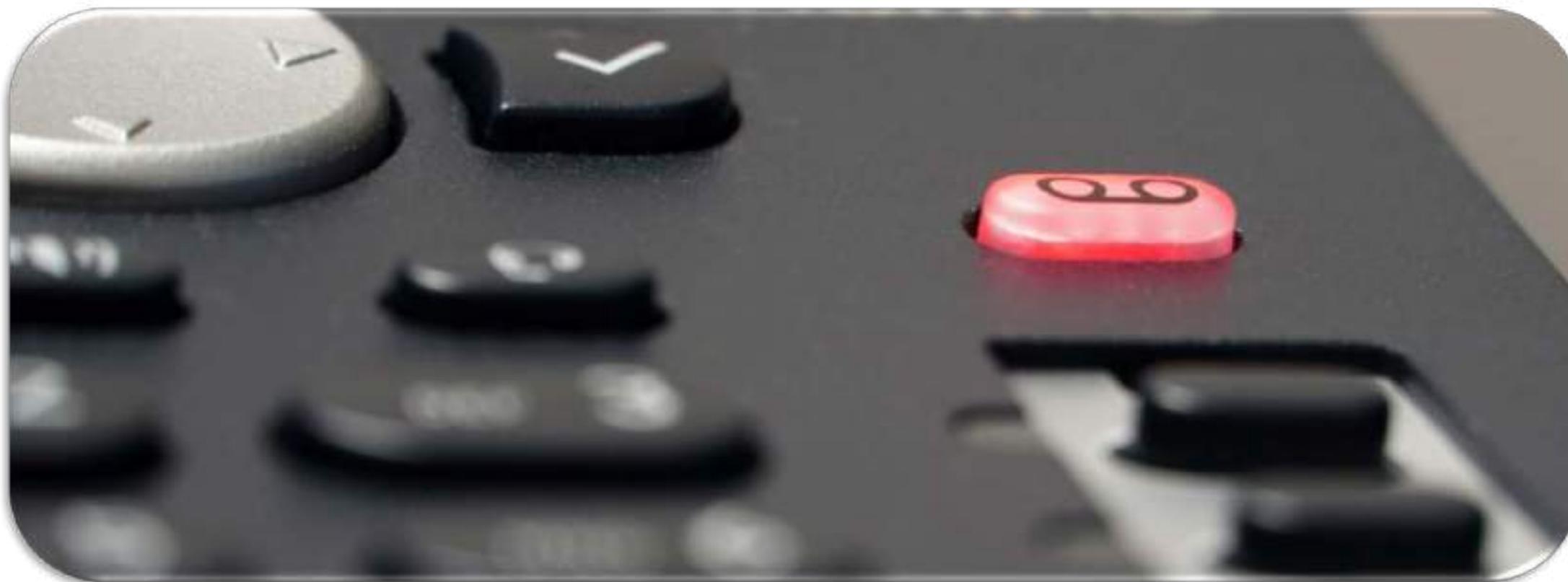
Know that:

- Some rooms can be booked in Outlook but not all of them...
- **Virtual rooms** are booked in Outlook in meeting invitations and sent to attendees
Teams and Google Meet are available options



Voicemail

For those who have a phone extension: Click on the link above to access instructions to set up voicemail and access your messages in person or remotely.





Email

- Access your email through your mobile device by using your mobile device's browser and entering mail.ontariotechu.net, or you can configure the mobile native app on your mobile device or another mail client.
 - It is not mandatory or even required that you do this, but it is allowable.

Webmail

Email.ontariotechu.ca



Tutorial Videos and Fact Sheets

[Backing up your Device](#)

[Configuring Devices](#)

[HotSpot Setup](#)

[OntarioTechu.Net](#)

[Password](#)

[Phone](#)

[Printing \(Faculty and Staff\)](#)

[Printing \(Student\)](#)

[IT Security](#)

[Software](#)

[Technology Tips](#)

[Virtual Private Network \(VPN\)](#)

[Wallpapers and Screensavers](#)

There's a ton of self-service help available from IT Services





Corporate Credit Cards

The requirement for a corporate credit card is determined at the unit level.

Discuss this with your manager and the unit finance person (PBO, or Finance/Admin Officer).

Employee Perks

There are several organizations who have offered discounts to Ontario Tech faculty and staff.
Don't forget to check them all out!



DISCOUNTS!



Campus Recreation Membership

[Register for a Campus Membership Here](#)



OFFICIAL WEBSITE OF DURHAM COLLEGE AND ONTARIO TECH UNIVERSITY

CAMPUS RECREATION



CAMPUS REC

OPEN GYM TIME

FACILITIES

FITNESS CENTRE

PERSONAL TRAINING

SPORTS CAMPS

CONTACT US

MON 6:00AM - 10:30PM

TUE 6:00AM - 10:30PM

WED 6:00AM - 10:30PM

THU 6:00AM - 10:30PM

FRI 6:00AM - 8:30PM

SAT 8:00AM - 5:30PM

SUN 8:00AM - 7:30PM

Memberships:

- 1 month
- 4 months
- 1 year

- ✓ Access to FLEX fitness centre
- ✓ Access to gymnasiums when available
- ✓ Access to indoor running track
- ✓ Changerooms with sauna

Fitness
Classes
Not
Included



Library Digital Recording Booth

A recording room equipped with professional quality camera, microphone, two monitors, LED lights is available on the main floor at the North Campus. It is configured to allow simple one button operation. All you need is to bring your USB flash drive!

(Note: your presentation will record at 720 p and the file will encoded to an MP4 format. One hour recording will use 1.5 GB of storage. It is recommended that you use a USB flash drive with storage space of at least 16GB.)

Book the recording room through the reference desk at the North Campus Library.



Food Services

Food options on campus are as diverse as our students. Whether you're looking for vegetarian, halal, Middle-Eastern cuisine or Canadian classics, you're sure to find something to satisfy your hunger.

Dining options

When you need to grab a quick coffee on the way to class or want to enjoy a sit-down meal with friends, we've got a restaurant, café or cafeteria for you. See a [map of our food service locations](#) at the north Oshawa location or explore your options below.

The Hive
Marketplace
Tim Hortons
UB Cafeteria
Campus Ice – 2200 North
Booster Juice
Hunter's Kitchen
.. So many more



Weekly Report

<https://ontariotechu.ca/weeklyreport/>

The weekly report is a campus wide communication that is published every Wednesday. You'll receive a notification by email.

Any submissions should be sent to communications@ontariotechu.ca by Wednesday at noon for publication the following Wednesday.

To read stories from the university community, please refer to the [Weekly Report website](#).

Employee news

Faculty and staff announcements

Services

OntarioTechU.ca

Seminars and conferences

Events

Healthy Workplace news and events

Government matters

Recreation and health

Sports

Community Forum





Thank
You